

Good

University of Delaware

M.A.N.R.R.S

September 25, 2008

**Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Minorities in Agriculture Natural Resources and Related Sciences for the purpose of providing its members with a sense of identity on campus, enriching their lives through service projects and recreation, and developing confidence and leadership skills.

**Articles**

I. **Name of the group.** The organization shall be known as Minorities in Agriculture Natural Resources and Related Sciences

II. **Object of the organization.** The object of this organization shall be:

- Develop professional skills
- Leadership skill development in group settings
- Service
- Social interaction

III. **Affiliation with any other group.** This organization shall have an affiliation with the National Minorities in Agriculture Natural Resources and Related Sciences. This organization is and shall remain nonpolitical, nonpartisan, and nonprofit. At no time shall the revenues or funds of this club be used for the personal benefit of its members or others, except for those incentives pursuant with the club's purposes set forth in Article I, Section II. These incentives shall be scholarships and awards for excellence.

IV. **Qualification/Criteria for selecting membership.** Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Criteria for being an active member include the following:

- Attending at least 75% of meetings, unless extenuating circumstances prohibit attendance (determined by officers)
- Paying dues
- Assisting with club activities and projects
- Have interest in the goals and ideals of the club

V. **Non-Discrimination Clause.** The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis

of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

**VI. Duties and privileges of membership.** The following are duties required of an active member:

- Attending at least 75% of meetings, unless extenuating circumstances prohibit attendance (determined by officers)
- Paying yearly dues
- Helping the club for at least one shift during Ag Day, unless serving on the Ag day Planning Committee
- Participation in at least one service and one fundraising project

If the above requirements are met, then the following privileges are granted:

- May vote in elections
- May run for office
- Participation in social events requiring funding by the organization
- Participation in national and regional conferences

**VII. Non-representing members.** The following groups of people are allowed non-voting or representing membership: part time or graduate students, alumni, community and honorary members. These members are **NOT** allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision making of the organization.

**VIII. Absence Policies.** Undergraduate members who do not attend 75% of the meetings are liable to having voting privileges and/or membership status revoked. Exceptions to meeting attendance are determined by the executive board; circumstances would include class/job confliction, or medical leave from the university.

**IX. Policies and Procedures for Disciplining/Removing members.** The MANRRS executive board will vote on any removal or disciplinary actions for club members. The following circumstances would require removing a member from the organization:

- Taking part in actions that go against the mission of the group
- Disruptive and disrespectful behavior in meetings or towards other members
- Behavior during community events that reflect negatively on the organization

**X. Qualifications for Officers.** The following qualifications must be met in order for a member to become an officer:

- All Executive Officers **MUST** be full time matriculated undergraduate students at the University of Delaware
- Students must have a **minimum** GPA of 2.25
- Students must be an active member of the organization for at least one semester prior to elections (including the semester that elections occur)

- **Presidential candidates must** have already served as either an executive board member, or as a committee chair, for one year.

## **XI. Officers.**

**Section 1: President.** This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database, and is responsible for distributing information pertinent to this organization on a timely basis. The president will help to appoint all standing and special committees. The president must be an active member who has already served either on the executive board for at least a year, or as a committee chair for at least one year.

**Section 2: Vice-President.** The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox.

**Section 3: Treasurer.** The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer shall collect all dues and receipts, keep an accurate inventory and sales record, handle all expenses and report to every meeting. Also, the treasurer should submit a yearly treasurer's report. The treasurer is required to submit an annual budget in accordance with all regulations for Registered Student Organizations at the University of Delaware, and attend all required budget and treasurer workshops. The treasurer should also be responsible for requesting funds from the allocation board.

**Section 4: Secretary.** The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The secretary shall be able to pass on accurate records of what the groups has done over the past year and who was involved to the new secretary at the end of his/her term. The Secretary should also maintain the membership list and email database.

**Section 5: Public Relations Chair.** The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

**Section 6: Webmaster.** The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

**Section 7: Historian.** The historian is responsible for compiling an annual scrapbook. The historian shall assemble all memorabilia to preserve for a permanent record. The historian shall be responsible for taking pictures at all events. The historian is also responsible for maintaining alumni mailing lists and compiling an annual alumni newsletter.

**XII. Election of Officers.** Nominations and elections will occur once each academic year at the end of the spring semester in order to ensure that the new board will be effective for an entire academic year. Any active member may nominate another active member or themselves for office; nominations will occur one week prior to elections. Only active members are eligible to vote. At the time of elections, each nominee will be given 1-2 minutes to explain why they feel they are the best qualified for the position and how they plan to improve the organization. The manner in which elections will be held will be via a show of hands, and votes shall be counted by the advisor. A majority of votes is required for a nominee to be elected. In the event of a tie, the two members will give a short speech again stating why they are best qualified for the position. There will be one more vote; if there is still a tie after the vote, then only the executive board will vote (all officers **MUST** vote). New officers will assume their positions after elections have occurred. Training between the outgoing and incoming boards must be completed before the end of the spring semester.

**Section 1: Procedure for Disciplining/Removal of Officers.** The grounds and conditions for removal/discipline of officers includes the following:

- a notice of charges
- a right to a fair hearing
- the right to appeal

Any elected officer or committee chair found not deserving, may be removed from office by a two thirds vote of the active members after his or her case has been brought before the club for initial review. If the officer is removed, immediate nominations will occur; all active members are eligible for nomination (in the case of the position for president, the nominee must meet requirements previously stated). At the next business meeting, the nominee(s) will give a brief 1-2 minute speech stating why they are best qualified for the position. The nominee must be elected to the vacant position with a majority of votes.

**Section 2: Resignations.** In case of resignation of any elected officer, an election shall be called to fill that vacancy. In the event the president resigns, the vice president will take the office, and an election will be held to fill the office of the vice president. As stated above, nominations for the vacant position must occur one week prior to elections, and nominees must be active members. Procedures for nomination and election will be the same as stated in Article XII, Section 1.

**Section 3: Officer Transition.** Elections should be held sometime in the last 3 weeks prior to the last day of classes in order to allow time for training of the new officers. Officers must be trained in the following areas:

- introduction to Activities & Programs Office and staff
- review of policies and procedures
- the passage of important information
- planning next year's events

**XIII. Meetings.** General group meetings should be held a minimum of once a month, and executive board meetings be held a minimum of once a month. In addition, the executive board is expected to meet with the advisor at least once a semester.

**XIV. Dues.** Dues shall be collected once every academic year; members can pay either by cash or a check made out to the organization. The policies, activities, and finances of the organization are subject to the control of the majority of its voting membership. If a member does not pay their dues, then they are not considered an active member of the organization and are not eligible to receive the benefits given to active members.

**XV. By-Laws.** The organization shall establish by-laws to carry out the policies set forth in this constitution. However, they cannot in any manner or intent change the original purposes of this constitution or organization. Bylaws and amendments to the bylaws must be approved by a majority vote of active members at a designated regular meeting.

**XVI. Establishment of Committees.** If it is deemed necessary to establish committees, then a proposal for a committee must be set forward by an active member; this proposal must include the necessity for committee, as well as a tentative list of events for the committee to plan. All active members will then vote on the proposal, and a simple majority is necessary for the committee to be established.

**XVII. Advisor.** There must be one primary advisor, who **MUST** be a full time professional faculty or staff person; no part time/salaried staff or graduate students may serve as advisor. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of the organization. The advisor shall be selected by the executive board. Duties of the advisor shall include the following:

- Attending meetings and events
- Offering advice
- Serving as a liaison between the organization and the 4-H officers, as well as with the University

The organization has the right to change their primary advisor at any time. In addition to the primary advisor, there may be as many secondary advisors as deemed necessary by the organization.

**XVIII. Disbursal of organizational assets should the group become defunct.** The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

**XIX. Quorum.** The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made shall be 50% of the active members. This is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members. This applies for executive meetings as well as general meetings

**XX. Rules for Ratifying the Constitution** – Approval of changes to the constitution require a simple majority vote of all active members and approval by the Activities and Programs Office.

**XXI. Rules for amending the Constitution** – Adding articles/sections to the constitution requires a 2/3 vote of all active members, and advance notice to all members of the proposed change.

**Signatures:**

**President:** 

**Vice President:** \_\_\_\_\_

**Activities & Programs Staff:** 

**Date:** 11/3/2008